glass bead software

In-Out Board

©2005 Glass Bead Software, LLC

Macintosh Version 1.2

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Chapter 1: Welcome

Welcome to In-Out Board, the people tracking software for Macintosh and Windows networks that's a snap to install and run. In-Out Board runs on any Macintosh with either OS X (10.1 and above) or Classic Mac OS (8.6 and above) and any Windows computer running either XP, Windows 2000, or Windows 98. In-Out Board connects over your TCP/IP network and does not require any system administration or the use of a server. Although In-Out Board works seamlessly between Macintosh and Windows computers, the interface has some platform specific differences. This documentation covers the program for Macintosh users. A similar manual for Windows users is available on our website at http://www.glassbead.com/download/ .

What You Need to Run In-Out Board

In-Out Board requires a TCP/IP network. You do not need to be connected to the Internet for In-Out Board to work, but you must configure a TCP/IP network in your TCP/IP control panel (OS 8/9) or in the Networking pane of the System Preferences (OS X).

Trying and Buying In-Out Board

You can download the most recent version of In-Out Board from our web site at www.glassbead.com. In-Out Board will run for 30 days. After this you will need to purchase a license.

In-Out Board is sold on a per-user basis in pack sizes. License codes will work for either the Mac or the Windows version. For example, you might buy a ten pack and a five pack to give you a fifteen-user license. These 15 licenses could be split between any combination of Mac or Windows users. If you later need to add four more users to your system, purchase another five-pack from our Web site and you will get a new serial code for twenty users. Buying a license is easy. Select **Purchase In-Out Board...** from the **Help** menu in In-Out Board and you will be taken to the Web site to purchase. You can also visit us directly at www.glassbead.com/buy.

After purchasing online, you will be sent a valid serial code by e-mail. Enter this code along with your registration name by choosing **Registration...** from the **Edit** menu in In-Out Board. You only need to enter the license on one computer — all others will share this license. Note: If you are connecting remote LAN's, you will need to enter the license on one computer in each LAN.

Installing In-Out Board

To install In-Out Board for OS X:

1) Launch the In-Out Board4.dmg file that you downloaded from the Glass Bead Software web site.
2) Drag the In-Out Board application to your hard drive.
3) Double-click on the **In-Out Board** application.

To install **In-Out Board** for OS 8/9 simply launch the **In-Out Board** Installer and follow the instructions.

If you need a copy of the latest installers, you can get it at http://www.glassbead.com/download.

Running In-Out Board

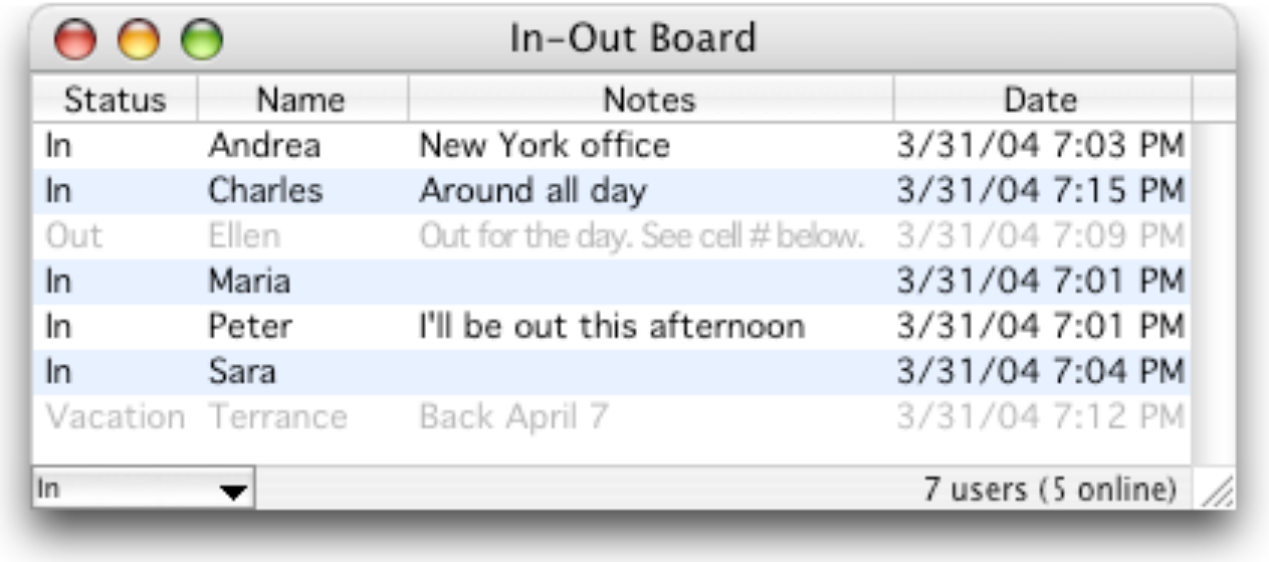
The first time you run In-Out Board, you will be asked for a user name. The name you enter here will be your In-Out Board name and will appear in the In-Out Board user list on every In-Out Board user's computer. You can change your name later.

In-Out Board Documentation

You can download or view this manual in PDF format from In-Out Board's **Help** menu.

Chapter 2: Using In-Out Board

- **The Main Window**



From the main window, you can view the status of all users, examine their notes, and see the last time that they updated their status.

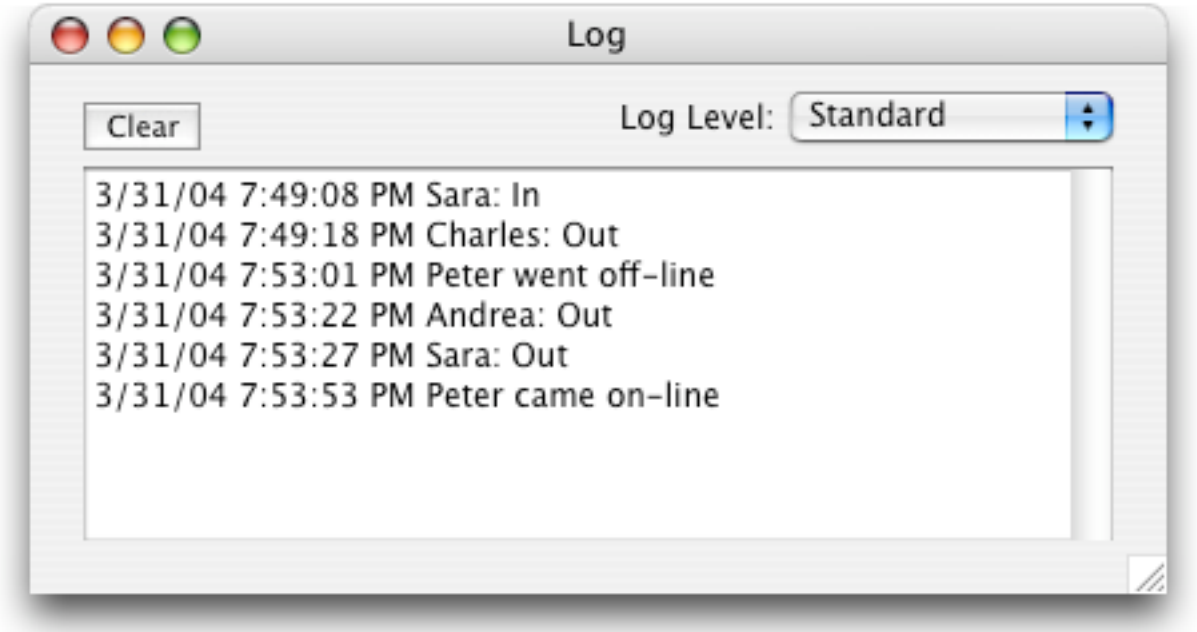
A grey entry indicates that the user has turned off their computer or shut down In-Out Board.

You can quickly change your status from the pop-up triangle at the bottom left of the window. From here you can also set a custom status or change your notes by selecting **Custom...** Select **Edit Status Options...** if you would like to create new status choices.

You can double-click on your own entry if you would like to edit your own status and notes.

Double-click on another user's entry to view the entire text of their notes. You can also change a user's status or notes if they have allowed you to act as their proxy. In addition, there is a private notes section associated with each user where you can keep your information.

- **The Log Window**



The Log window maintains a record of all changes in users' status. To bring up the Log window, select **Show Log Window...** from the **Window** menu (keyboard shortcut ⌘-**L**).

To clear out the log, click on the **Clear** button.

The **Standard** log level tracks changes in users' status and when they turn their computers on and off. Change the Log Level setting to **Off** if you do not want anything recorded and change it to **Detailed** if you want to see all network activity.

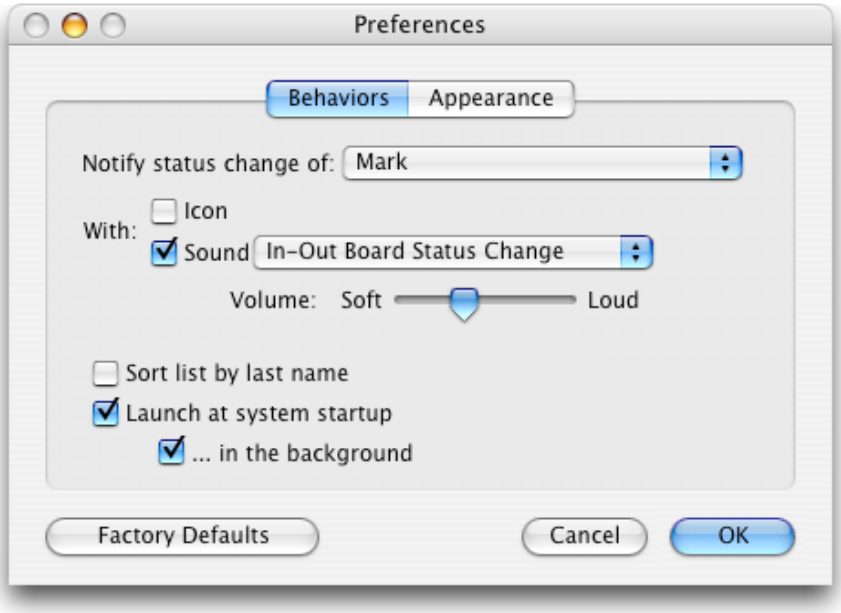
Chapter 3: Customizing In-Out Board

• Preferences

To customize how In-Out Board is configured, select **Preferences...** from the **In-Out Board** menu (keyboard shortcut **⌘-Y**).

The **Preferences** window is divided into two tabs. Each tab has a **Factory Defaults** button that allows you to return the preferences to their original settings.

Behaviors



Notify status change of:

In-Out Board can signal a change in another user's status. First, pick the user from the pop-up menu.

Messages can be indicated by:

Icon: The In-Out Board icon will bounce in the dock (or flash over the Apple icon in OS 8 & 9).

Sound: In-Out Board will play the selected sound (at the selected volume).

Sort list by last name

Check this preference if you would like the user list to be sorted by last name.

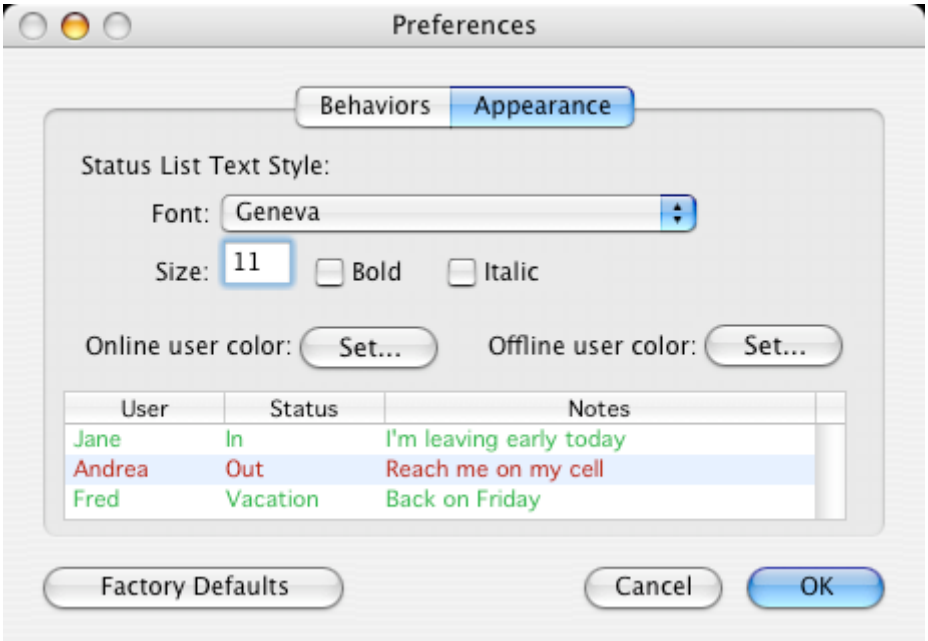
Launch at system startup

Check this preference if you want to launch In-Out Board automatically when you start up your computer.

… in the background

When launching In-Out Board at start up, you may also want to In-Out Board to bring up its main window. If you do, uncheck this preference.

Appearance



In-Out Board allows you to display text in a variety of fonts and sizes. In addition, you can set the colors to be used to indicate users that are online or offline. Select the font that you want from the **Font:** pop-up menu and then select from the available sizes in the **Size:** pop-up menu. Click on the **Set...** buttons to set the appropriate text color. A sample of the font, size and color will appear in the window below the pop-up menus.

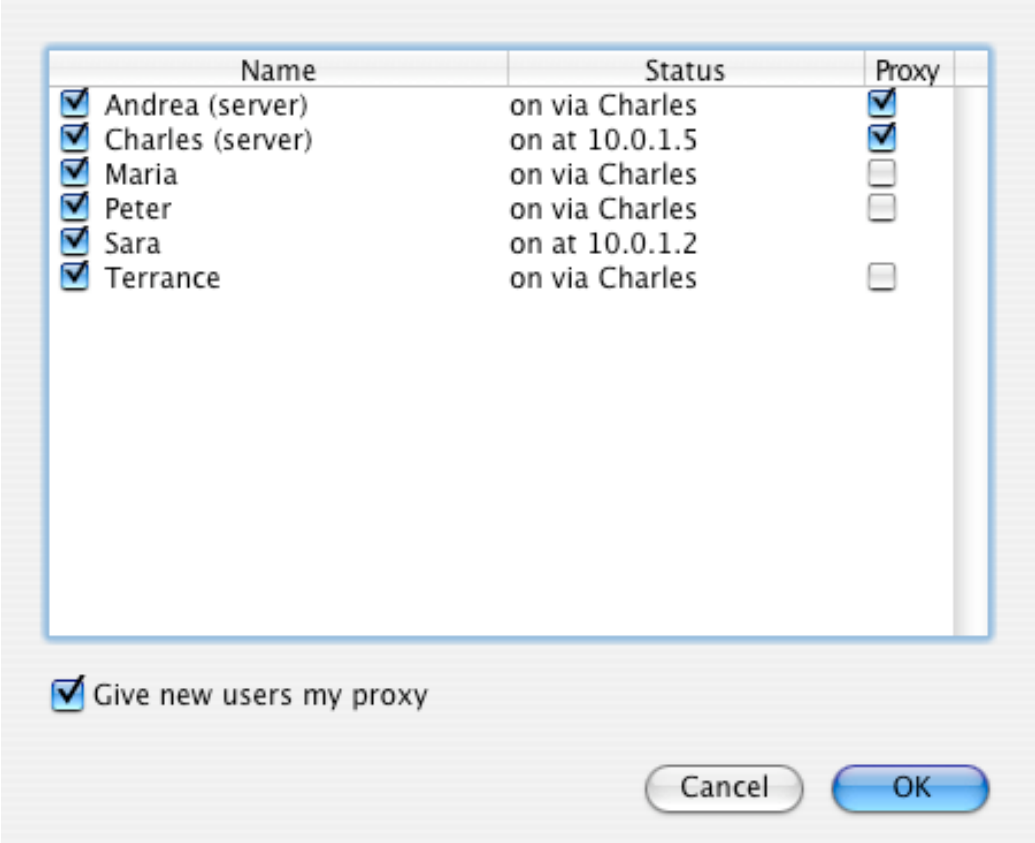
• Changing Your User Name

To change your user name, select **Name...** from the **Edit** menu. All user names on the network must

be unique.

- **Users**

The users window allows you to hide users from the main window, delete users who are no longer on your network, and view the on-off status of the user's as well as their current IP address. To open the users window, select **Users...** from the **Edit** menu (keyboard shortcut **⌘-U**).

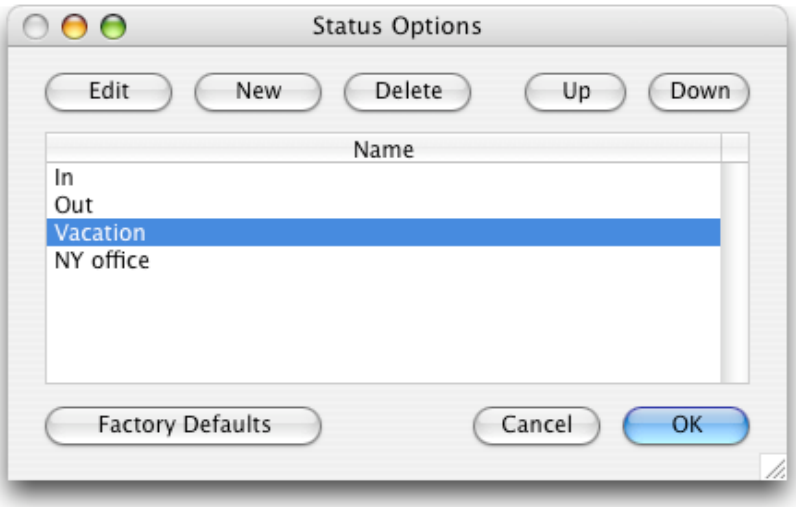


To delete users, select the name(s) of the user(s) and click on the **Delete** button (if available). If there is a server on your network, then only the server can delete users.

If you do not want certain users to be able to change your status and/or notes, then uncheck the proxy checkbox next to that user. If by default you do not want new users to be able to change your status and/or notes, uncheck the **Give new users my proxy** checkbox.

To prevent users from appearing in the main window, simply uncheck the checkbox next to the user's name.

- **Status Options**



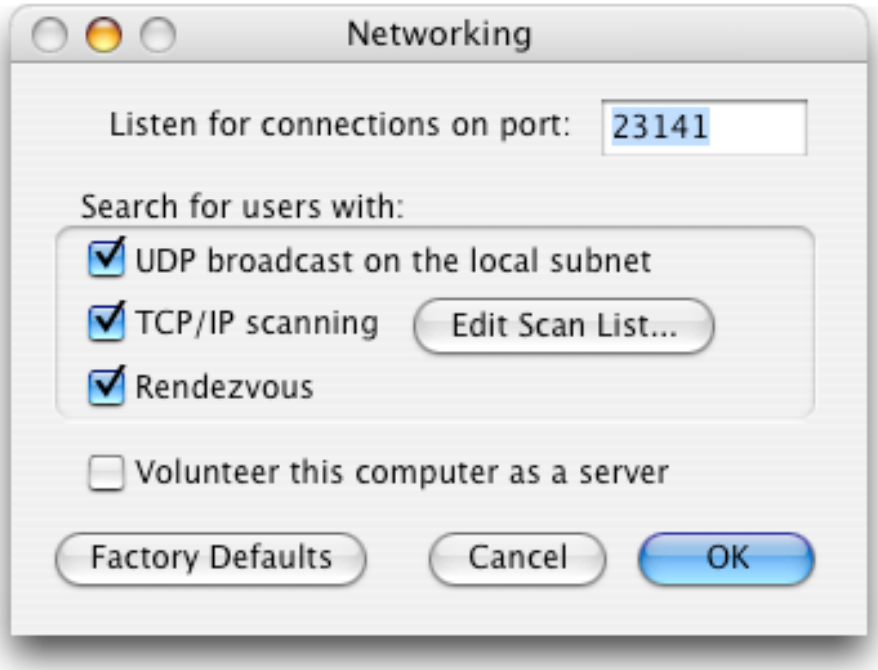
To edit the status list, create a new status option, or delete an existing status option, select **Status Options...** from the **Edit** menu or from the pop-up triangle on the main window. This brings up the Status Options window.

To edit a status option, select it and then click the **Edit** button or double-click on it. This brings up a window in which you can edit the status option. To create a new status option, click the **New** button and then type in the status option. To delete a status option, select the desired option and then click the **Delete** button.

Use the **Up** and **Down** buttons to change the position of a selected status option.

- **Networking**

In-Out Board supports the TCP/IP networking protocol. To edit the networking details, select **Networking...** from the **Edit** menu.



Setting the Port

By default, In-Out Board listens on port number 23141 You may change this setting, but, In-Out Board can only communicate with users who have the same port setting. Note that if you are using a firewall, you will have to allow communication on this port for In-Out Board to work.

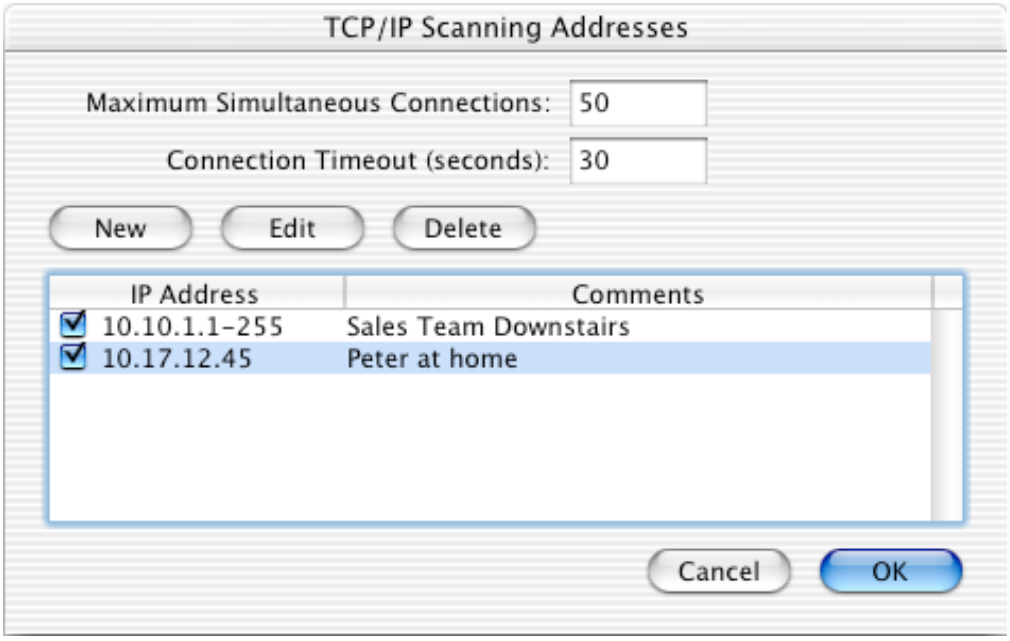
Finding other Users

In-Out Board can discover other In-Out Board users by sending a UDP broadcast over your local network, using Rendezvous or by scanning a list of TCP/IP addresses. By default, In-Out Board uses Rendezvous and UDP broadcast. Uncheck either of these options if you do not want them active..

In-Out Board automatically scans the network to look for other users when it is first launched. To manually initiate a network scan, select **Scan Network** from the **Tools** menu (keyboard shortcut: **Ctrl-K**). You may need to do this if you are not using UDP broadcast or Rendezvous.

TCP/IP scanning

If you have a more than one subnet on your network or you will be connecting to In-Out Board users over the Internet, you will need to check the TCP/IP scanning checkbox and then enter IP addresses and/or ranges of IP addresses into the TCP/IP scanning list so that In-Out Board can find the users at those IP addresses.



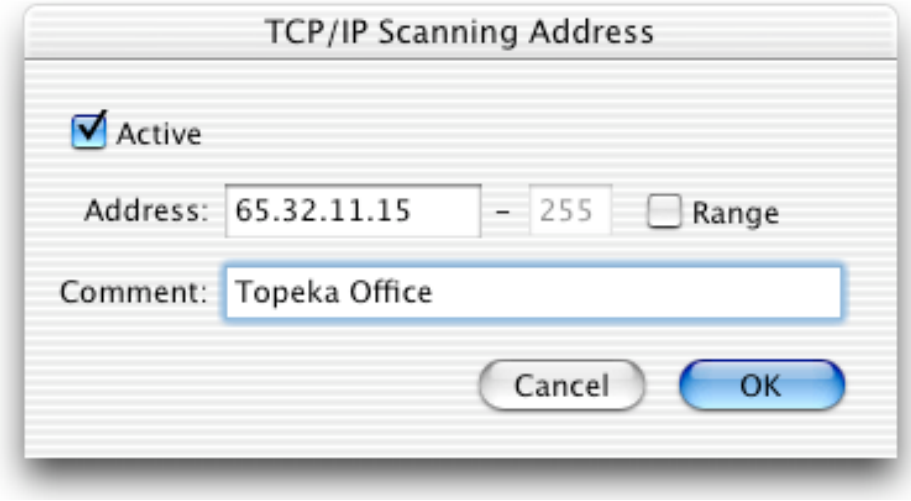
Adding and Editing IP Addresses:

To add an IP address or range of addresses into your scanning list, click the **New** button.

For a single IP address, enter the address and do not click the **Range** checkbox. The comment field is useful for notes regarding the IP address.

For a range of IP addresses, enter the start of the range as the address, click the **Range** checkbox, and then enter the end of the range for the last IP number.

To edit an IP address or range of addresses, select the address(s) and click on the **Edit** button. To delete an entry, select the address(s) and click on the **Delete** button.



Note for firewalls and Network Address Translation (NAT): Many networks are connected to the Internet via cable/DSL modems or firewalls that share a single IP address for the entire LAN. This technique is called Network Address Translation (NAT). If your LAN uses NAT, you can connect your In-Out Board users to external In-Out Board users (or to entire remote In-Out Board networks that are themselves behind a NAT firewall) by following the instructions in the "Using a Server" section below.

Maximum Simultaneous Connections:

When In-Out Board is scanning the TCP/IP list, it will create as many simultaneous connections as it can to speed up the scanning process. If you are using older hardware, you may need to set this value lower.

Connection Timeout:

When In-Out Board is scanning the IP list, it has to know when to give up if it doesn't receive information back. If you are on a fast local area network (LAN) this number can be very small (1 or 2 seconds). If you are trying to connect to somebody over the Internet in a distant country, you'll want to allow at least 10 seconds for a connection.

Using a Server

Volunteer this computer as a server:

You can volunteer a computer to be a Server, that is, to hold status changes for computers that may be off. To do this, simply choose one computer that will always be left on, and check the "Volunteer this computer as a server" check box.

If a server has been selected, then you can delete a user from all computers by simply deleting the user

from the server computer.

Setting up In-Out Board to connect remote users to a network

You can configure In-Out Board to allow remote users to connect into the network over the Internet. If all of the remote users have a static IP address and the computers on your network have static IP addresses then all you need to do is add in the IP scanning range of your network in to the TCP/IP scanning list of the remote user. If your network is behind a NAT firewall, you will have to volunteer one computer on your network as a server, and make sure that the NAT firewall maps the In-Out Board port number 23141 to the internal IP number of the server. Additionally, if your remote user is behind a NAT firewall you will have to do the same for that NAT firewall. Note that you will manually have to type in your In-Out Board registration number and code in on the remote computer.

Setting up In-Out Board for use on multiple networks

You can use In-Out Board to communicate between multiple networks that are behind network address translation (NAT) firewalls, such as cable and DSL modems and routers. To do this you need to volunteer one computer as a server in each network, and add the static IP address of the other external NAT firewalls into the TCP/IP scanning list of each server. Then set up the NAT firewalls to forward all incoming In-Out Board data (all TCP packets on port 23141 to the internal IP address of the In-Out Board server on its network. To do this you will have to refer to the user manual of your router. For example, if your firewall is an Airport Base Station, what you need to do is use the Airport Admin Utility to log into the Base Station, click on “Show All Settings” and then click on the “Port Mapping” tab. From there you can add in the mapping between the public and private side of the Base Station.

After your firewall has been set up, the In-Out Board servers will then automatically handle passing around the user lists from each network, as well as forwarding messages to the correct server for delivery.

Please note that while registration information will be shared on your office LAN, for security reasons, it will not do so for remote LANs. That means that the registration information will need to be entered on one computer on each LAN that you are trying to connect.

Appendix A: Keyboard Shortcuts

Most commands in In-Out Board have keyboard shortcuts.

General shortcuts:

⌘-**B** — Show/Hide the **In-Out** Board window.

⌘-**H** — Hide In-Out Board.

⌘-**K** — Scan Network for active users.

⌘-**L** — Show/Hide the **Log** window.

⌘-**M** — Minimize the selected window.

⌘-**Q** — Quit In-Out Board.

⌘-**S** — Set a custom status.

⌘-**T** — Open the **Status Options** window.

⌘-**U** — Open the **Users** window.

⌘-**W** — Minimize the selected window.

⌘-**Y** — Open the **Preferences** window.

⌘-**?** — Bring up the help PDF for In-Out Board.

Editing shortcuts

⌘-**C** — Copy the selected piece of text to the clipboard.

⌘-**V** — Paste the current contents of the clipboard.

⌘-**X** — Cut the selected piece of text to the clipboard.

⌘-**Z** — Undo the last thing you did (if possible).

Status shortcuts

⌘–1 — Change status to the first listed status.

⌘–2 — Change status to the second listed status.

…

⌘–9 — Change status to the ninth listed status.

Appendix B: Technical Support

If you are experiencing any problems with In-Out Board that you can't solve, please visit our Web site where you can submit a question and many common questions are answered.

World Wide Web: http://www.glassbead.com/support/

Internet e-mail: support@glassbead.com

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